POSITION DESCRIPTION

Prospect Research Officer

Position Summary

The portfolio of External Engagement has been created following a Taskforce 20/21+ review of opportunities to streamline our operations across both Faculties and Divisions. The new Division covers the following activities, separate to any activities relating to future student recruitment (which is coordinated via the Division of Academic and Student Life):

- Media, news and content
- Corporate marketing and communications
- Web transformation
- Events, venues and hospitality
- Fundraising
- Alumni engagement
- Government, community and diplomatic relations

The Prospect Research Officer oversees all aspects of prospect research and management, which is central to the successful identification, cultivation, solicitation, and stewardship of prospects and alumni. This position will be the UNSW-wide contact for Development and Alumni Relations staff in relation to prospect research requests, prospect assignment requests, related procedures and reports, and portfolio optimisation.

The Prospect Research Officer will report to the Data & Analytics Manager and has no direct reports.

Accountabilities

Specific accountabilities for this role include:
• Support the implementation of strategies for building the major and principal gift prospect pipeline and develop annual operating plans and KPIs for tracking success.

• Develop accurate research profiles for alumni, prospects and current donors.

• Proactively and strategically manage the allocation and reassignment of prospects to Development staff.

• Manage prospect assignment reporting in accordance with UNSW’s prospect management framework.

• Produce and distribute regular prospect and proposal activity reports; and supports staff in developing and optimising their portfolios through regular reviews and assessment.

• Work with the Head of Marketing to develop and refine procedures relating to prospect research and management and provide effective training to the wider divisional staff.

• Champion the use of Raiser’s Edge across UNSW, encouraging the appropriate recording of contact with prospects and donors to improve the rigour and accuracy of data.

• Ensure compliance with legislation and accordance with university policy, in particular with regard to recording and handling personal information.

• Keep up-to-date with innovations relating to prospect research and development.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• Relevant degree with substantial relevant experience in prospect research and management.

• A working understanding of the principles of philanthropy and fundraising and an awareness of the fundraising environment, philanthropy and its application to research institutes and universities.

• Strong analytical skills and experience with customer relationship management (CRM) database systems.

• Exceptional organisational skills with the demonstrated ability to meet deadlines, with a commitment to quality outcomes.

• Outstanding written and verbal communication skills, with the ability to communicate corporate and research information; proficiency in preparing proposals, reports, briefings and correspondence as necessary.

• A strong commitment to client-centric services.

• Strong organisational and time management skills, including the ability to prioritise work effectively.

• Demonstrated experience maintaining procedural documentation and/or training materials.

• Well-developed knowledge of MS Office suite, particularly Microsoft Excel.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.